

Vermont State Hospital Policy DRAFT 070109			A26
Volunteer Policy			
Replaces version dated: 2/12/07	New	Effective date:	
If title changed, previous title:	Revised	X	Effective Date: 2/18/09
	Updated		Effective Date:
Approved by the Commissioner of the Department of Mental Health:			Date: 02/18/09

Policy Statement:

The Vermont State Hospital encourages volunteer service as an important contribution to hospital care.

Purpose:

- I. The purpose of this policy is to insure that volunteer services at the hospital are provided in a way that contributes to the mission of the hospital.
- II. To ensure patient safety and freedom from abuse, exploitation, and harassment.

Procedures:

A. Application Process

All persons wanting to volunteer at the Vermont State Hospital must:

1. Complete a volunteer application;
2. Have abuse and criminal background check completed; and
3. Be interviewed by the VSH Volunteer Coordinator to identify the applicant's interests and experiences that may contribute to the hospital mission and patient care.
4. People under the age of 18 are not eligible to volunteer at VSH in any capacity that would include direct contact with patients.

Formatted: Font: Bold

Formatted: Indent: Left: 0", Hanging: 0.25"

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Tab after: 0.75" + Indent at: 0.75"

Formatted: Bullets and Numbering

B. Review and Assignment

1. The VSH Volunteer Coordinator and the Director of Therapeutic and Recovery Services will review each application to determine the most appropriate volunteer opportunities for the applicant.
2. The VSH Volunteer Coordinator will discuss all appropriate opportunities with the applicant and agree on an assignment.

Formatted: Indent: Left: 0", Hanging: 0.25"

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Tab after: 0.75" + Indent at: 0.75"

C. Orientation, supervision and service

1. Each approved applicant shall complete the Hospital Volunteer Orientation, including understanding of confidentiality requirements, professional behavior expectations and mandatory reporting policy. In addition, depending on the volunteer's assignment, orientation to other VSH policies and procedures may be required.
2. Volunteers will be oriented to their assignment by either the VSH Volunteer Coordinator or designee. The volunteer will be provided with a description of their work responsibilities and designated work area.

Formatted: Indent: Left: 0", Hanging: 0.25"

Formatted: Indent: Left: 0.5", Hanging: 0.25", Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Tab after: 0.92" + Indent at: 0.92", Tabs: 0.75", List tab + Not at 0.92"

3. Volunteers are supervised by the VSH Volunteer Coordinator and the Director of Therapeutic and Recovery Services and are accountable to the Charge Nurse of each patient care unit.
4. Volunteers entering patient care units shall notify VSH staff members of their presence and remain in the visiting room or in the work area designated for their use by the Charge Nurse.
5. Any issue or concern regarding volunteer activity should be reported to the Charge Nurse and the VSH Volunteer Coordinator for intervention. Intervention may include, at a minimum, review of the volunteer role and responsibilities, up through and including dismissal from the volunteer program. In the event of volunteer injury, a first report of injury Form (F-4) will be generated and processed in the same manner as an employee accident.

D. Volunteer's Legal Status. Volunteers that have successfully completed the application and orientation process are, for limited purposes, considered "employees" under state law. As such, they are covered by the state's workers' compensation law, they are entitled to be represented by state-paid counsel (usually the Office of the Attorney General) if they are sued for conduct arising out of their volunteer work, and they will be indemnified (the state would pay instead of the volunteer) by the state if a civil judgment is brought against them for conduct arising out of their volunteer work.. If a volunteer is involved in an accident involving a private motor vehicle, the state will indemnify the volunteer only after private auto insurance is exhausted. The state's representation and indemnification rules for civil lawsuits do not apply if the volunteer engaged in gross negligence or willful misconduct. If the volunteer is grossly negligent, or willfully commits a wrongful act, the volunteer must assume all costs of representation and/or damages. If a volunteer is named as: a defendant in a civil case, the department's Legal Division will notify the volunteer in writing of their rights and the limits of insurance coverage and keep them apprised of any developments in the case.

Deleted: Complete Hospital Volunteer Orientation, including understanding of confidentiality requirements, professional behavior expectations and mandatory reporting policy. People under the age of 18 are not eligible to volunteer at VSH in any capacity that would include direct contact with patients

Deleted: <#>¶